

Director I, Strategy and Organizational Improvement

Position Details

Job Code: U7100

Reference Code: A403

Division/Unit: Strategy Unit

Classification: Professional-Technical

Terms of Employment: [Step 42 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

The Director of Strategy and Organizational Improvement is responsible for leading the development, implementation, and monitoring of the Clark County School District's strategic plan, as well as ensuring District compliance with legal and regulatory requirements related to the organization of the District. The Director will work closely with District, department, and school leaders to ensure that the District's strategy is aligned with its operations, and that the District is able to achieve its short and long-term goals and objectives. This position is directly responsible to the Chief Strategy Officer, Strategy Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Leads strategic planning activities across units and divisions, including analysis, identification, prioritization, and operationalization of strategic initiatives and objectives.
2. Implements, manages, and supports progress monitoring activities for all District strategic plan initiatives.

3. Develops, maintains, and delivers training related to NRS 388G that is required to be provided to the Clark County School District Board of School Trustees, Superintendent, Cabinet, Principal supervisors, Principals, and members of School Organizational Teams (SOTs).
 4. Monitors Board Report calendar, template, and supports individual report development.
 5. Coordinates and facilitates working groups and focus group sessions with Unit, Division, and Region Leadership, school administrators, personnel from other divisions and departments, and community members.
 6. Maintains and analyzes longitudinal data aligned with strategic plan initiatives to drive decision making.
 7. Assists with the development and implementation of professional learning, operational improvement tools, and resources to increase organizational capacity for strategic improvement.
 8. Plans and provides support for units, divisions, regions, and schools regarding short and long-term strategies and initiatives aligned to the District's strategic plan.
 9. Designs and integrates systems and structures to effectively ensure compliance of legal and regulatory requirements related to the organization of the District.
 10. Prepares required reports aligned with NRS 388G, including quarterly reports delivered to local governmental municipalities, the Nevada Department of Education, and the Governor.
 11. Manages and facilitates the District's dispute resolution processes related to Regulation 2310 and supports regions, principals, and SOTs with inquiries related to NRS 388G.
 12. Develops and implements District initiatives and projects and recommends, interprets, and evaluates policies, regulations, procedures, and standards, as required.
 13. Performs other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of in-depth understanding of strategic planning principles and the ability to develop and execute long-term plans aligned with the District's mission and vision.
2. Knowledge and understanding of the District organization and the primary functions and responsibilities of all instructional/operational units and divisions.

3. Knowledge of stakeholder analysis, engagement, and communication strategies to collaborate effectively with various District and school administrators, teachers and other staff, parents/guardians, and community members.
 4. Knowledge and understanding of key performance indicators (KPIs), metrics, and data analytics to evaluate project outcomes, evaluate performance, and present reports to key stakeholders.
 5. Knowledge of proficiency in data analysis to assess organizational performance, identify opportunities for improvement, and measure the impact of strategic initiatives.
 6. Knowledge of local, state, and federal education policies and regulations.
 7. Knowledge of understanding organizational dynamics and change management principles to facilitate smooth implementation of projects across the District.
 8. Knowledge of skills in engaging and building strong relationships with various stakeholders, including administrators, teachers, parents/guardians, and community members.
 9. Knowledge and awareness of educational research methodologies and the ability to use research findings to inform strategic decision-making.
 10. Knowledge of different leadership styles, how to motivate and inspire people in support of a culture of continuous improvement.
 11. Ability to think critically and strategically, considering long-term goals and anticipating potential challenges and opportunities.
 12. Ability to have strong leadership skills to inspire and motivate teams without supervisory authority, delegate responsibilities, and guide the implementation of strategic initiatives.
 13. Ability to have effective communication skills to clearly articulate the strategic vision to all stakeholders and encourage buy-in and support.
 14. Ability to focus on results and a commitment to achieving measurable improvements in the District's performance.
 15. Ability to identify opportunities for improvement, implement, and measure the effectiveness of operational improvements on District strategy.
 16. Ability to draw a connection between diverse strategies and pieces of data to the fulfillment of objectives related to student achievement.
 17. Ability to have proficiency in project management to ensure the successful execution of strategic initiatives within established timelines and budgets.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university in education, business, organizational leadership, or related field, or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Experience

1. Satisfactory service in a corresponding or related positions, or five (5) years successful supervisory experience related to the administrative position in a financial or business function.
2. At least five (5) years progressively responsible experience within a large corporate or public entity engaging in strategic planning, implementation, and/or monitoring activities.
3. Formal training in one (1) or more fields of project management, business process management, organizational improvement, or related fields.
4. Successful performance in the position held at the time of application.

Preferred Qualifications

A minimum of five (5) years professional experience in a related field.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Created: 09/20/23